

OTE 86-3509

20 JAN 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]
Director of Training and Education

SUBJECT:

Recommendation for Quality Step Increase -

1. [redacted] is recommended for a Quality Step Increase in recognition of his sustained superior performance during the period December 1985 to July 1986. [redacted] is a GS-13, step 5, Branch Chief.

2. As Chief of the Communication Training Branch, [redacted] has rendered OTE high quality performance coupled with extreme dedication to duty and perseverance under trying conditions. He is a team player who takes the initiative to do whatever needs doing to get the job done, regardless of the nature of the task. In the months preceding the Division's move from the Chamber of Commerce Building [redacted] volunteered to apply his strengths in instructional design to assist the Division Chief in ordering classroom furniture and equipment designed to make that facility as functional as possible. Heading up an instructional staff that is at half strength, he has had to take on the role of program director and trainer for briefing and instruction training, a role he fulfills very well indeed. These extra duties notwithstanding, [redacted] finds the time, often after normal work hours, to recruit and develop his staff. He has located and put in process good, experienced instructors and contractors to build a future for his instructional program. He spent a great deal of time working with an employee having a difficult medical problem. He handled that problem, which could have developed into a bureaucratic nightmare, in a very patient and concerned manner. [redacted] is clearly an exemplary employee who strives for excellence for himself and for his unit and who brings credit to OTE and to the Central Intelligence Agency.

SUBJECT: Recommendation for Quality Step Increase -

[REDACTED]

3. In light of [REDACTED] excellent performance of duty during the above-mentioned period and the expectation that this level of performance will continue, I recommend that he be granted a Quality Step Increase.

[REDACTED]

Attachments:

- A. Biographic Profile
- B. Performance Appraisal Reports

APPROVED:

Deputy Director For Administration

Date

Distribution:

- 1 - Addressee
- 1 - DDA/CMS
- 2 - DDA
- 1 - D/OTE Chrono
- 1 - PB/OTE
- 1 - SACTD/OTE